



# CITY OF ATLANTA

## Job Announcement

### **PUBLIC RELATIONS MANAGER, SENIOR** *(Temporary Position)*

**STARTING SALARY: \$51,739**

**Salary Grade: 27**

**Applications Accepted From: September 26, 2005 until October 14, 2005**

#### **Minimum Job Requirements\***

Applicants for this position must have a Bachelor's degree in Journalism, English, Public Administration, or Communications or a related field and seven years of experience in public relations or related experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Requires solid writing and verbal communication skills.

#### **Duties of the Job:**

This employee assists in the management of public relations functions for the Department of Aviation and Hartsfield-Jackson Atlanta International Airport. Duties include, but are not limited to: supervising staff; developing, reviewing and disseminating information; planning and directing activities that inform stakeholders, visitors, passengers vendors, etc.; directing public relations campaigns, writing stories, articles, speeches, scripts and other documents; creating proactive promotional presentations; preparing and disseminating the newsletters and news releases; researching issues for accuracy; assisting with developing of trade show exhibits; performing administrative tasks; etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

PERSONS MUST ALSO SUCCESSFULLY UNDERGO A FEDERAL BUREAU OF INVESTIGATIONS FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK PRIOR TO ASSUMING THIS POSITION.

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification required prior to appointment.